

## **SECTION A. INTRODUCTION**

**Welcome to the CDBG (Community Development Block Grant)** program, a federal program that actually works at the local level. A partnership with you, state staff and the Association of Governments (AOGs) can actually make a difference for your community and county. Upon approval of your final application you are ready to execute your contract (Section C) and start on your project. This manual has been developed to assist you in every phase of your project.

The purpose of CDBG is "to assist in developing viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

There are a lot of resources available to assist you in accomplishing this project. First, you have this book! You have the state staff as well as your local association of governments (AOG) office. Use them all regularly. Call whenever you have a question.

The program is based upon local project development and prioritization by city and county elected officials. The process provides for maximum involvement of the public by setting local priorities by local governments that are consistent with general state and federal goals. Make sure your final application is in then get the contract executed! A key to success is completing the project quickly.

### **1. FEDERAL AND STATE REQUIREMENTS**

The state and federal rules represent a set of guidelines which we all must adhere to qualify for funding. The guidelines help avoid conflicts of interest, waste, fraud or abuse in connection with public funds. At the same time, they mitigate negative environmental impacts and guarantee that construction workers are paid a fair wage. They also guarantee equal benefit regardless of race, income, national origin or disability. We are legally obligated to know and adhere to these guidelines. They can help avoid delays and guarantee the lowest possible cost of a project.

State staff recognizes the number of federal requirements seems excessive. Please remember that staff has made a concerted effort to keep them to a minimum and continues to emphasize administrative simplification and reduction of paperwork. Administrative requirements are only those required by statute or regulation. Local record keeping will be limited to things necessary to comply with the law. This training manual summarizes the simplest methods to comply with the federal rules and regulations found in the Community Development Act and all "other applicable laws".

### **2. CDBG PROJECT MANAGEMENT TRAINING**

CDBG has the responsibility for program development, threshold eligibility and compliance monitoring. The state desires to assist each grantee negotiate the varied program requirements so that auditors, the state and HUD, are all satisfied that each project is done consistent with the regulations and statutes. Therefore, it is necessary to establish a system for project management that will allow the state to meet its monitoring and reporting responsibilities and simplify where possible.

The procedures are designed to serve several purposes:

- a.** Allow the state to meet its responsibility for ensuring grantee compliance with all federal and state laws governing the use of CDBG funds.

- b.** Provide a management system to assist the grantee and HCD perform the following:
- 1) Determine project,
  - 2) Request and release grant funds and
  - 3) Formally closeout the completed project.
- c.** The management system will make grantees aware of the entire range of documentation needed to ensure compliance and avoid potential audit or monitoring problems.

### **3. MANUAL AND TRAINING FORMAT**

Material is organized based on the chronological flow by the grantee. Instruction are written, and copies of actual forms and letters to complete the requirement (Exhibits) are included. The handbook discusses execution of the contract. Actual pages of the contract are included as a reference, so that the grantee will know where to start, and includes instructions on how to complete the other various requirements.

Your responsibilities include: financial management, the preparation of an environmental review record, labor standards, civil rights laws, acquisition and relocation laws, audits, monitoring, and the close out process. The state requirements include the establishment of local project control, reporting, monitoring requirements, time-frames, and contract execution. The material is designed so that the grantee will reference the information continuously throughout the life of the project. There may be a significant period of time lapsed between the workshop and when the project actually proceeds. These resources will help remind the administrator what, when and how to administer this grant successfully.

### **4. TECHNICAL ASSISTANCE**

For assistance in managing your CDBG grant or for questions regarding your project, please contact any of the following state personnel or **visit our web.**

<b>State of Utah – Department of Community &amp; Culture</b> <b>Division of Housing &amp; Community Development</b> <a href="http://www.community.utah.gov">www.community.utah.gov</a> <b>Toll Free – 1-877-488-3233</b>		
Name, Title /Responsibility	Phone	E-Mail
Keith Heaton - Program Manager-ED/Acquisition (Weber County, Southeastern ALG)	(801) 538-8732	kheaton@utah.gov
Glenna Matekel - Program Specialist/Labor (Bear River AOG, Uintah Basin AOG, Six Co. AOG, Tooele and Morgan Co.)	(801) 538-8724	gmatekel@utah.gov
Cheryl Elliott - Program Specialist Environmental (Mountainland AOG, Five County AOG)	(801) 538-8729	celliott@utah.gov
Julie Tuimauga- Support Specialist (Davis County)	(801) 538-8861	jtuimauga@utah.gov
Bruce Young - Auditor	(801) 538-8799	blyoung@utah.gov
Kimberley Schmeling - Budget	(801) 538-8728	kschmeling@utah.gov
Glenn McMurtrey – Accounting	(801) 538-8739	gmcmurtrey@utah.gov